Grading Discussions

Feedback and grades can be provided in a discussion topic based on student participation. Scores can automatically transfer to the Gradebook if associated with a grade item.

Set up a Topic for Grading

1. Click **Discussions** in the course navigation bar.
2. Click the dropdown arrow next to the discussion topic to grade.
3. Select **Edit Topic**.
4. The "Grade out of" field is set to Ungraded as default. Click **Ungraded** to change this.

Figure: Click Ungraded to add to Gradebook

5. Enter in a point value. (This will add the discussion to the gradebook.)
6. Select **In Grade Book** and choose from the following options using the dropdown menu:
   - **Edit or Link to Existing**: Link the discussion to an existing or new item in Grades.
     - If the grade item was not created, select the option **Create and link to a new grade item**. Choose the type of grade item to create and the grade scheme to use. If using categories, select a category. When finished, click **OK**.
     - If the grade item was already created, select the option to **Link to an existing grade item**. Choose the item from the dropdown list, and then click **OK**.
   - **Not in Grade Book**: Attach a score to the discussion that will not be included in Grades.
   - **Reset to Ungraded**: Resets the score to the default setting of "Ungraded."
7. (Optional) To add a rubric, select the **Evaluation & Feedback** tab. Then, select **Add Rubric** to either create a rubric or link to an existing rubric.
8. Click **Save and Close**.

Assign Scores and Provide Feedback

1. Click **Discussions** in the course navigation bar.
2. Click the dropdown arrow next to the discussion topic to grade.
3. Select **Assess Topic**.
4. Click **Topic Score** under the name of the student to be assessed.

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Figure: Topic Score in Grading Discussions

5. A new page will open displaying all of the student's posts and responses for this discussion. If a rubric is attached, the interactive rubric will appear in the evaluation panel alongside the "Overall Grade" and "Overall Feedback" fields.

   Note: When using a rubric, the earned points will automatically populate the "Overall Grade" field once the rubric is scored.
6. (Optional) Enter qualitative feedback in the **Overall Feedback** box.
7. Click **Save Draft** to delay the release of the grade/feedback, or click **Publish** to release the grade/feedback.

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